



DR 2469 (12/05/14)  
COLORADO DEPARTMENT OF REVENUE  
Division of Motor Vehicles  
PO Box 173350  
Denver CO 80217-3350  
[www.colorado.gov/dmv](http://www.colorado.gov/dmv)

Office #:	
Employee:	
Pin:	
Date:	

## Exceptions Processing (EP) Document List

For EP Walk-In and Appointment Hours/Location, visit our website at: [www.colorado.gov/dmv/exceptions-processing](http://www.colorado.gov/dmv/exceptions-processing)

**REMOTE EP** Remote applications are processed in approximately 1-2 weeks from the time the application is submitted. To check the status of your application, please contact (303) 205-5842.

**WALK-IN EP** Walk-in applications are processed within the same day if all requirements are met.

- All documents presented must be originals or certified copies.
- All documents presented must be in English or translated into English by an individual with a valid state-issued identification card, driver's license, or instruction permit, per Colorado CCR 204-30-16-3, at the expense of the applicant.
- If you are a U.S. citizen, you must provide a certified birth certificate or records, such as a court order of adoption stating when and where you were born in the U.S., expired U.S. passport, hospital birth record, religious records, census reports, and/or other verifiable records to establish U.S. citizenship.
- If you are not lawfully present in the U.S., and you have met all requirements under SB13 251 except photo identification, you may provide documents from the list below to support your identity.
- You must provide a name change document issued through marriage, adoption, court order or other mechanism permitted by State law or regulation for all name changes.

### Provide a number of the following documents to support identity and date of birth:

1. **Government Issued Documents:** Expired licenses, IDs, passports, other state's non-real ID compliant identification cards or driver's licenses, voter registration cards, fishing/hunting licenses, selective service cards
2. **Police:** Court, police or any law enforcement /criminal justice records, booking photos, intake property sheets, police reports, other states' Department of Corrections (DOC) identification cards with photo and legal name
3. **School:** School records, transcripts, photo IDs, report cards, yearbooks, student loan documents, child's Smile-Safe photo IDs
4. **Medical:** Medical and hospital demographic records, immunization records
5. **Insurance:** Records that bear the applicant's name and age or date of birth, insurance cards
6. **Employment:** Employment records, employee ID cards with photo, tax returns with employee W-2s or 1099s, paycheck stubs, union membership IDs
7. **Tax:** Tax returns of a parent or guardian showing the applicant as a dependent
8. **Retirement:** Retirement/disability benefit records, government benefit documents/IDs, professional/equipment operator licenses/IDs
9. **Children:** Children's birth certificates showing the applicant's name as the birth parent
10. **Parent/Spouse:** Parents' or spouse's death certificate, obituary showing the newspaper and date of publication and applicant as surviving child or spouse, certified court document of guardianship issued to caregiver of a minor child or person with disabilities
11. **Military/Veteran:** DD214 that DOES NOT include the disclaimer: "Not to be used for identification", other military records, "Approval of Benefits" letters covered under the GI Bill, expired VA card with photo and legal name
12. **Religious Records:** Baptismal and other records
13. **Tribal Documents:** Certificate of Indian Blood/Tribal ID
14. **Other:** Any other verifiable document as determined by the Department which may serve to provide evidence of the applicant's identity and/or date of birth.

The Department reserves the right to review, consider and request additional information and documentation in making determinations. The Department shall retain images or copies of the documents considered for review.